

SENATE CURRICULUM COMMITTEE MEETING

Friday, November 21, 2025 12:00 pm

VIA MS TEAMS

MINUTES

PRESENT: Julia Black (Chair), John Brouwer, Graham Cook, Hilary Duke, Carley Dyer, Stephen Evans, David Geary, Urmila Jangra, Alan Jenks, Harb Johal, Tracy Penny Light, Torin McLachlan, Chloe Miller, Jennifer Nesselroad, Robert Omura, Bethany Peterkin, Milo Prentice, Caroline Soo, Dominique Walker, Danielle Wilson, Recorder: Mary Jukich

REGRETS: Caroline Depatie, Sofia Hughes, Chrsitina Neigel, Alisah Samnani

GUESTS: Heather Chappells, Colin Gilker, Melissa Panger, Donna Thornborough

Land Acknowledgement

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwataʔ (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

1. Welcome

The Chair called the meeting to order at 12:00 pm.

2. Approval of the Agenda

Agenda item #9a was removed from the agenda.

*Jennifer Nesselroad moved and Caroline Soo seconded:
To adopt the amended agenda.*

CARRIED

3. Approval of the Minutes

*Bethany Peterkin moved and Carley Dyer seconded:
To adopt the October 17, 2025 minutes.*

CARRIED

4. ABE

Adult Basic Education – General Upgrading Admission Requirement
Presented by: Colin Gilker

In order to provide clarity on the admission process and reduce barriers to admission requirements and to reflect admission procedures currently in use, SCC was requested to approve the following revisions to the admission policy language on the Capilano ABE webpage:

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- **Current Admission Requirements:**

Basic requirements

- It is recommended that applicants have the equivalent of English 10 to facilitate the successful completion of the writing and math skills assessment.
- Writing and math skills assessment and an interview with the department is required before students can register in ABE courses.

- **Proposed Admission Requirements:**

Basic requirements

- Basic English and computer skills
- Written English language assessment

Program-specific requirements

- Interview
- Written paragraph outlining educational goals

Additional information

- Applicants whose first language is not English may be required to complete English for Academic Purposes (EAP) courses prior to admission to the ABE program.
- Assessments in each subject area (English assessment and written paragraph are mandatory) are done online and will allow students to demonstrate their current skill level and assist with placement (can be used to skip entry level courses)
- Interview with department faculty will determine the appropriate course and delivery methods to support individual educational objectives

On discussion, members expressed concern that the proposed admission requirements, as currently worded, may unintentionally create higher perceived barriers for prospective students. It was noted that the reference to “basic English and computer skills” was potentially vague, and members suggested that providing measurable or example criteria that the ABE program considers applicable could help ensure applicants are not discouraged from applying due to uncertainty about expectations.

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Members also discussed the inclusion of the term “interview,” observing that this language may feel intimidating for applicants and could be interpreted as a screening or gatekeeping mechanism rather than a supportive step in the process. Some members suggested alternative language—examples included, “mandatory advising session”, “conversational interview”, “guidance meeting,” “intake conversation”—to more accurately reflect the intention of providing guidance and support.

Additionally, some members had questions regarding the written paragraph outlining educational goals. Members questioned whether this was an effective or equitable measure of student’s writing ability. It was noted that if the purpose is primarily to assess writing skills, applicants could perceive this requirement as a barrier, especially at a time when the institution is trying to reduce access barriers. There was further discussion about the importance of ensuring that students receive the appropriate level of support early so that they can succeed in their studies.

Committee members suggested that the messaging around these elements could be “softened” to communicate support, and that the program’s initial point of contact (e.g. the DDA) could help facilitate conversations and ensure that the applicants feel supported throughout the process.

The presenter indicated that the feedback and suggestions will be taken back to the department for consideration. It was also noted that work is currently underway to review the English Proficiency Standard, which may address some of the concerns presented in the discussion.

John Brouwer moved and Caroline Soo seconded:

25/59 The revisions to the general upgrading admission requirements in the ABE program be recommended to Senate for approval.

CARRIED
1 Opposed
3 Abstentions

5. SCHOOL OF LEGAL STUDIES

Bachelor of Legal Studies (Paralegal) - Continuation and Graduation Requirements

Paralegal Diploma - Continuation and Graduation Requirements

Paralegal Certificate - Continuation and Graduation Requirements

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The School of Legal Studies requested a revision to the minimum continuation and graduation requirements of the Bachelor of Legal Studies (Paralegal), Paralegal Diploma and Paralegal Certificate from a “cumulative” GPA to “program” GPA. The purpose of the minimum is to ensure that students are prepared for their practicums and to ensure student success. The “program” GPA is a better assessment because it focusses on the courses in the program and ensure that students are prepared with the skills required.

Harb Johal moved and Jennifer Nesselroad seconded:

25/60 The revisions to the continuation and graduation requirements for the Bachelor of Legal Studies (paralegal) program be recommended to Senate for approval.

CARRIED

John Brouwer moved and Tracy Penny Light seconded:

25/61 The revisions to the continuation and graduation requirements in the Paralegal Diploma program be recommended to Senate for approval.

CARRIED

Tracy Penny Light moved and Torin McLaughlin seconded:

25/62 The revisions to the continuation and graduation requirements in the Paralegal Certificate program.

CARRIED

6. SCHOOL OF BUSINESS

BADM 466 - Managing Change

Presented by: Danielle Wilson

The prerequisites of BADM 466 - Managing Change are being revised as follows:

- **Current Prerequisite:**
 - 75 credits of 100-level or higher coursework including BADM 302, ENGL 100, and CMNS 152 or 220; OR 3 NABU credits and CMNS 305
- **Proposed Prerequisite:**
 - 75 credits of 100-level or higher coursework including BADM 202, ENGL 100, and CMNS 152 or 220; OR 3 NABU credits and CMNS 305

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During the discussion, a suggestion was presented that in terms of the course outline, it may be beneficial for students, and as a marketing piece, to highlight the Work Integrated Learning (WIL) component and possibly include this in the calendar description.

Jennifer Nesselroad moved and Harb Johal seconded:

25/63 The prerequisite revisions to BADM 466, Managing Change be recommended to Senate for approval.

CARRIED

7. GEOGRAPHY

GEOG 206 - British Columbia: Landscapes in Transition

Presented by: Heather Chappells

SCC was requested to approve Cap Core designation under the heading of *Self and Society* for GEOG 206 – British Columbia: Landscapes in Transition.

During the discussion, it was suggested that the presenter consider changing the word “critique” in the sentence, “students will critique the legacy of colonization on Indigenous Peoples”. The word “critique” may not communicate the correct intention, and it may be beneficial to change the wording to “review the legacy with a critical lens”.

It was also noted that the Indigenous consultation was not indicated in the program memorandum included in the agenda package. It was suggested that moving forward, Indigenous consultation be noted as this is an important aspect and supports the discussions particularly when the committee is reviewing *Self and Society* Cap Core designations.

Caroline Soo moved and Alan Jenks seconded:

25/64 The Cap Core designation under the heading of *Self and Society* for GEOG 206 - British Columbia: Landscapes in Transition be recommended to Senate for approval.

CARRIED

8. INFORMATION ITEMS

(a) TOUR 373 - Convention Management and Service

- Summer 2026: Course Revisions (Long/Short Title, Calendar Description, Learning Outcomes, Course Content, Evaluation Profile)

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- (b) Bachelor of Science – General
 - Fall 2026: Minor revisions to program notes/profile language: replacing “lab/computer lab” with “practical course”; no changes to program requirements.
- (c) CHEM 110 - Bonding and Structure
CHEM 111 - Chemical Dynamics and Energetics
CHEM 154 - Chemical Principles for Engineers
 - Spring 2026: Course Revisions (Learning Outcomes)
- (d) Bachelor of Music in Jazz Studies – Education
Bachelor of Music in Jazz Studies - Performance/Composition
 - Fall 2026: Program Profile Note revisions (impacts Percussion Ensemble students only)
- (e) TOUR 205 - Selling & Managing Relationships for Tourism Professionals
 - Spring 2026: Course Revisions (Course Note)

8. BUSINESS ITEMS

- (a) Structural Enhancements for Undergraduate Admissions at Capilano University: *An English Language Proficiency Standard (ugrad-ELPS) and Three Tiers of English Language Conditional Admission and Support (ugrad-ELCAS)*

This item was removed from the agenda.

Prior to the adjournment of the meeting, the Chair indicated that the election of the Vice Chair will be held at the December committee meeting.

The meeting was adjourned at 1:10 pm.

Next Meeting: Friday, December 12, 2025
